

General Definition of Work

Performs difficult skilled administrative support work assisting the Superintendent with a variety of administrative support tasks, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Continuous oversight is exercised over other administrative support staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Acts as the chief administrative assistant to the Superintendent.

Trains and assists staff with the operation of Microsoft Office Access.

Assists the Superintendent with daily correspondence, proofing and editing of written materials.

Monitors and manages the Superintendent's calendar; notifies the Superintendent of upcoming schedule obligations.

Serves as the health and safety coordinator for the District; organizes and maintains district guidelines for health and safety operations; attends and serves as the secretary during health and safety team meetings.

Leads the development of school board meeting agendas, appendices, minutes and any subsequent mileage or reimbursements for board members.

Serves as the administrator for the online employee training software; maintains and completes regular software updates.

Attends and acts as the secretary to any bargaining negotiation sessions; distributes minutes accordingly; distributes and requests signatures from applicable employees.

Creates, modifies and maintains board materials, notes, newsletters, reports and other printed documents.

Assists with the maintenance of the staff handbook and other staff documents.

Attends and acts as the secretary during board meetings; distributes minutes to papers for publication.

Attends and leads various committee meetings.

Handles a wide variety of confidential paperwork and personnel related issues in coordination with the Superintendent.

Knowledge, Skills and Abilities

Comprehensive knowledge of standard office practices, procedures, equipment and office assistance techniques; comprehensive knowledge of school division functions, organization and policies; comprehensive knowledge of business English and spelling; ability to work under pressure; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to handle regular confidential materials with a certain level of respect; ability to operate standard personal computer and other office equipment; ability to type at a reasonable rate of speed; ability to establish and maintain effective working relationships with school officials, associates and the general public.

Education and Experience

High school diploma or GED and extensive experience working as an administrative assistant to a top organization staff member with high level responsibilities, or equivalent combination of education and experience.

Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and

arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 9/27/2011